

Section: EMPLOYMENT
Subject: Recruitment
Number: HR 3120

I. Institutional Regulations

Human Resources shall coordinate the recruitment process for Regular vacancies and employment advertising for all hiring.

II. Procedures

A. Regular Employment

1. Human Resources shall contact supervisors to discuss the recommended recruitment activity level to fill a Regular vacancy. Supervisors shall take into consideration College affirmative action goals and the expected applicant pool when making this recommendation. Recruitment activity levels for Regular vacancies are:
 - a. Standard Recruitment
 - 1) Employment Opportunity postings shall be distributed to DMACC campuses and centers.
 - 2) Vacancy announcements shall be posted on the DMACC Employment Opportunities web site;
 - 3) Employment advertisements may be placed in newspapers, other publications and various national websites as requested by the supervisor and approved by Human Resources. Costs for employment advertisements beyond regular advertising shall be paid by the department where the vacancy occurs;
 - 4) Vacancies shall be open to any qualified applicant.
 - b. Campus Recruitment
 - 1) Employment Opportunity postings shall be distributed to DMACC campuses and centers;
 - 2) Vacancy announcements shall be placed on the DMACC Employment Opportunities web site;
 - 3) Vacancies shall be open to any qualified applicant seeing a posting or otherwise learning of the openings.
 - c. Internal Recruitment
 - 1) Employment Opportunity postings shall be distributed to DMACC campuses and centers.
 - 2) Employment Opportunity postings shall be placed on the DMACC Employment Opportunities web site and posted as an Internal posting.
 - 3) Vacancies shall be open only to qualified DMACC Regular employees.
2. Human Resources shall prepare and distribute the Employment Opportunity postings, place vacancy announcements on the DMACC Employment Opportunities web site, and prepare and place employment advertisements. Human Resources shall generally be responsible for payment of Regular advertising costs.

3. Posting Period
 - a. Support Staff and Confidential Clerical vacancies shall be posted for at least 7 working days.
 - b. Administrative/Professional and Faculty vacancies shall be posted for at least 10 working days. Vacancies in these categories that are open for Internal Recruitment shall be posted for at least 5 working days.
 - c. Upon request, a vacancy other than a Support Staff vacancy may be posted as "open until filled".

B. Adjunct, Temporary and Student Employment

1. Adjunct and Temporary openings shall be placed on the DMAcc web site when requested.
2. If supervisors wish to advertise their vacancies in additional locations, Human Resources shall place the employment advertisements. The department shall be responsible for payment of the advertising costs.
3. The DMAcc Career Center may provide assistance in the recruitment of Student workers.

APPROVED:



Executive Director, Human Resources

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